



FI\$Cal

Financial Information System for California

Conference Room Pilot (CRP) – Solicitations

for Wave 1 and Wave 2
Departments

April 24, 2014

Agenda

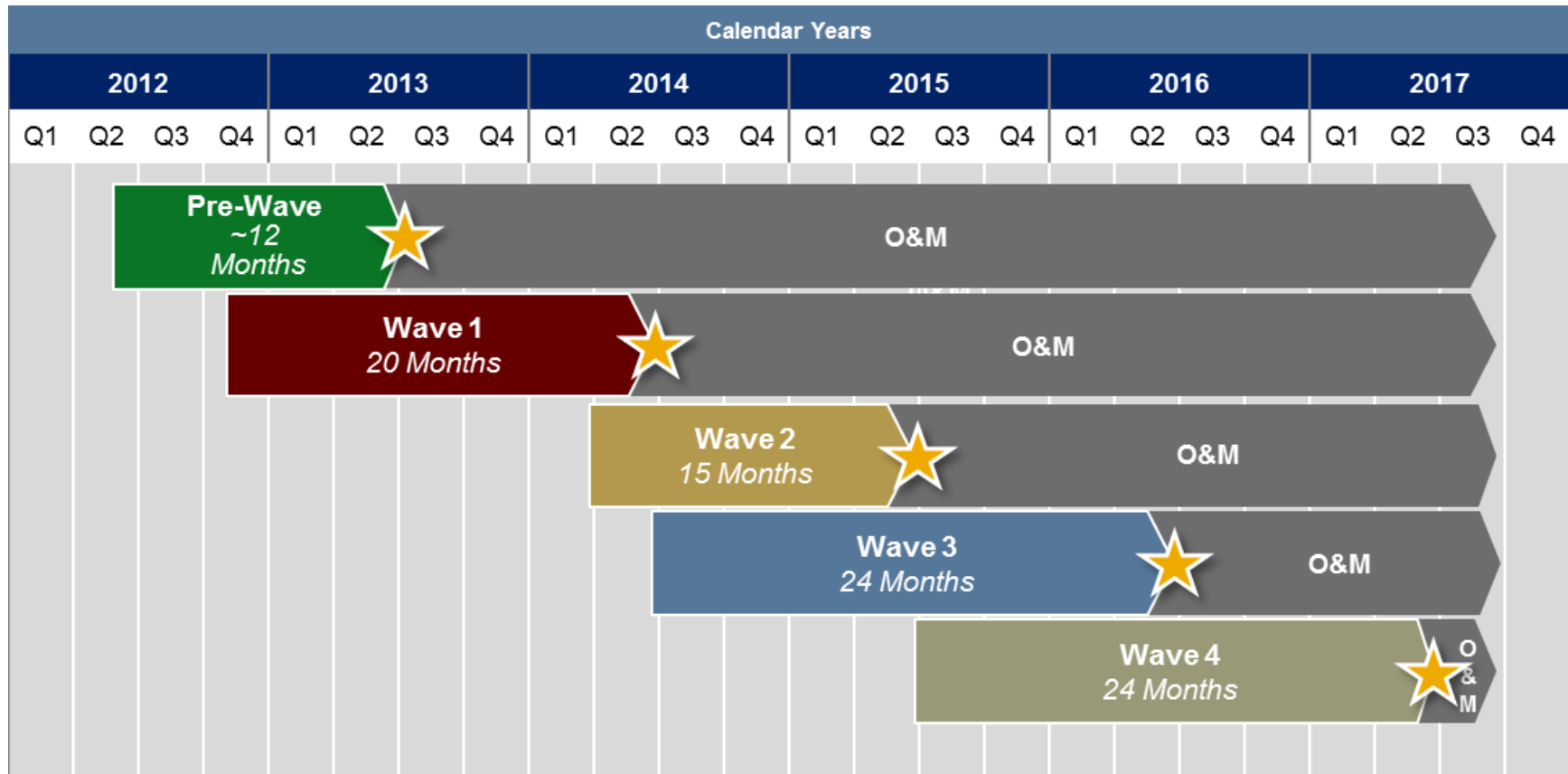
- FI\$Cal Project Overview
- Wave 2 CRP Objectives and Approach
- FI\$Cal Solution Overview
- <Functional Topic Area >
 - Key Terms
 - Business Process Overview
 - Scenarios Overview
 - Covered Requirements
 - Demonstration
 - Key Gaps
- Technology Considerations
- Session Recap

FI\$Cal Project Overview

- The Financial Information System for California (FI\$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

- Four Partner Agencies are working together to form the partnership to support FI\$Cal at the highest level:
 - Department of Finance (DOF)
 - Department of General Services (DGS)
 - State Controller's Office (SCO)
 - State Treasurer's Office (STO)

FI\$Cal Wave Timeline



CRP Objectives

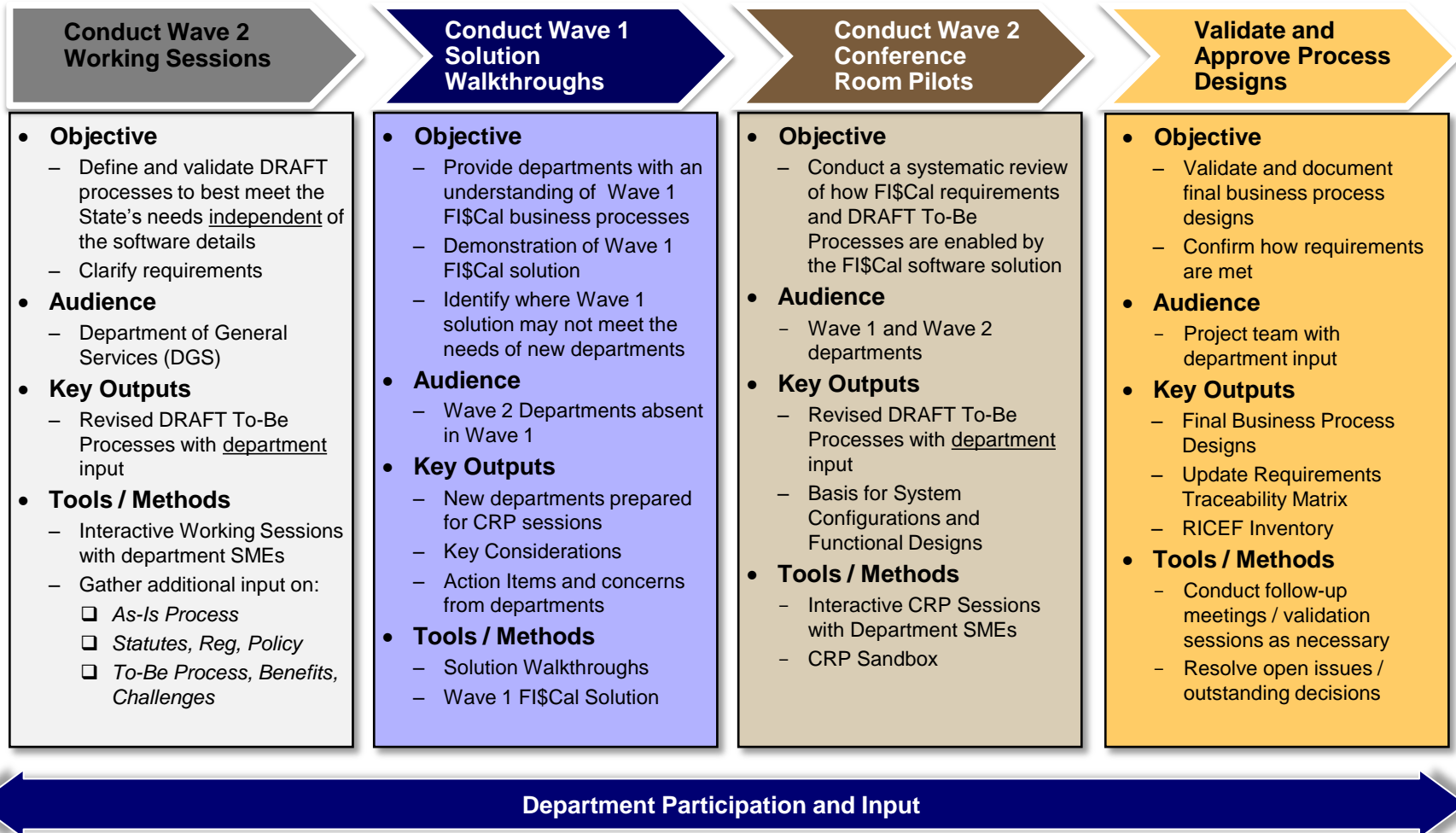
- The Wave 2 CRPs will:
 - Facilitate interactive discussion on “To-be” state business processes
 - Demonstrate delivered software capabilities to meet state requirements
 - Confirm application requirements and identify gaps where business needs are not satisfied by standard software functionality
 - Identify critical concerns/issues for each process area

Business Requirements – Overview

■ What is a Business Requirement?

- Business requirements specify the functionality of an application
- Business requirements collectively represent the “To-Be” state of a system
- Requirements denote common functionality across all Departments
- The FI\$Cal project team contracted with Informatix to facilitate Joint Application Development (JAD) sessions with all partner and stakeholder departments to tailor the baseline requirements to the FI\$Cal project in 2006
- State conducted several rounds of review of the requirements in the past few years
- The current baseline requirement list is taken from the FI\$Cal RFP

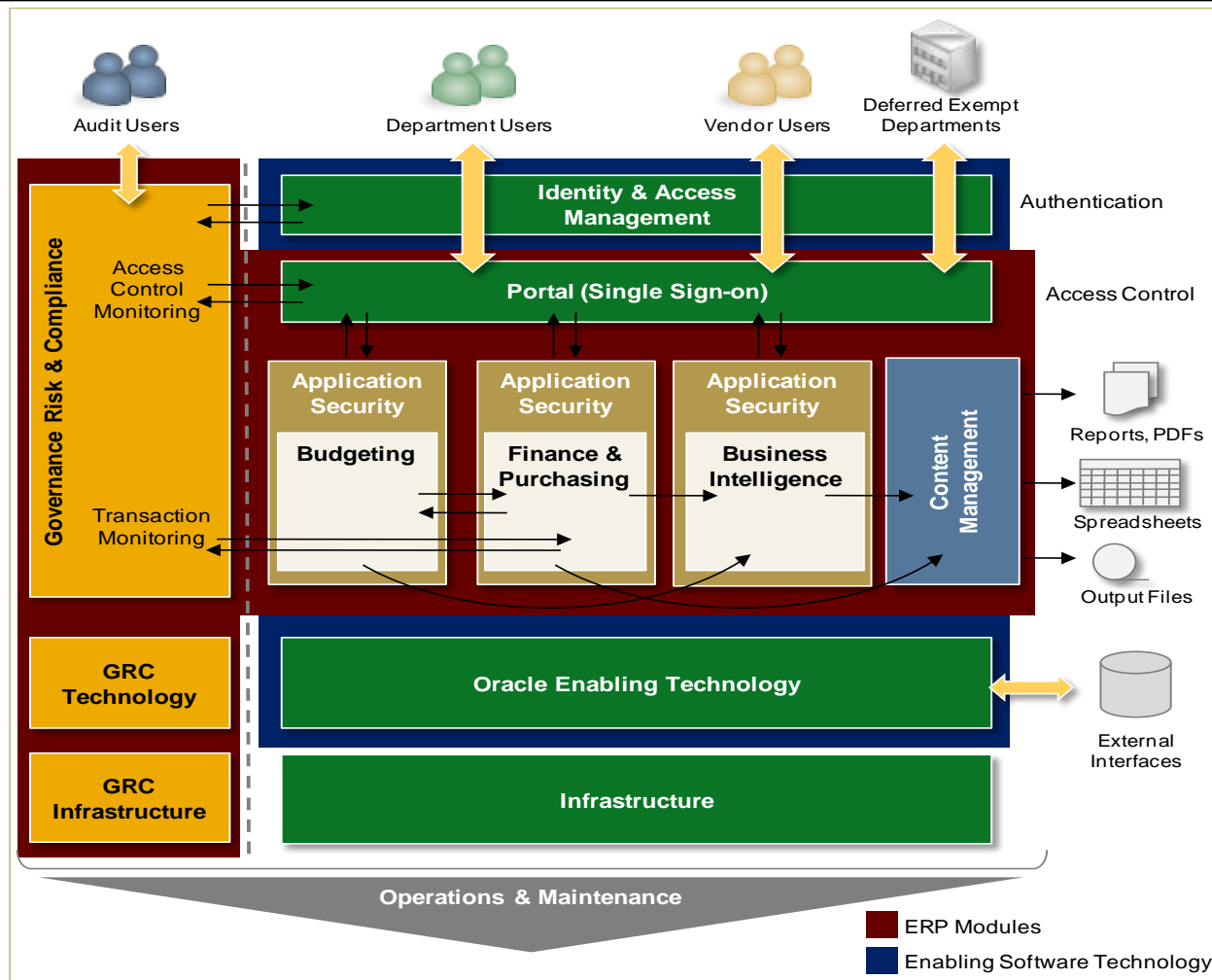
FI\$Cal Design Approach



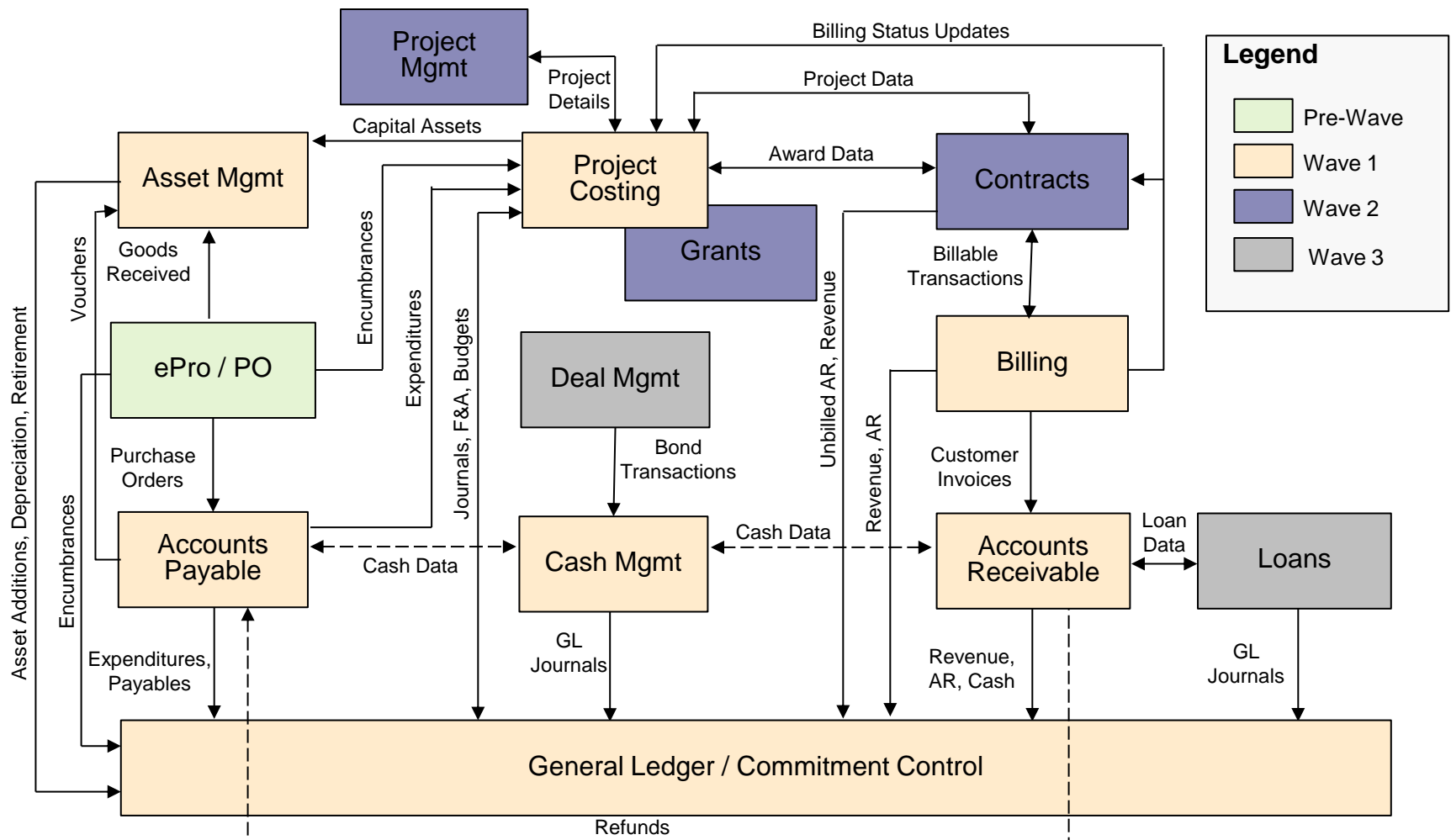
Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require

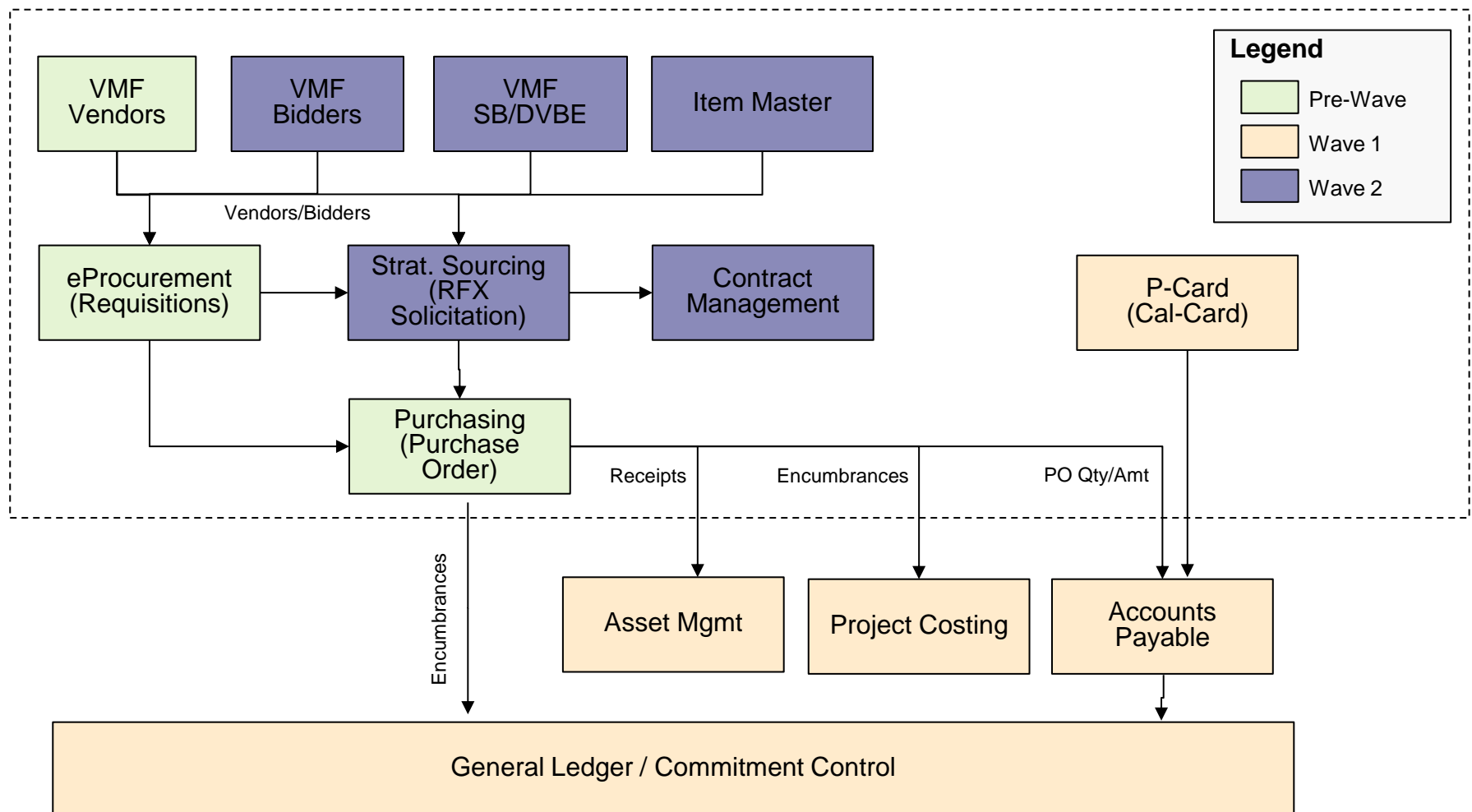
FI\$Cal Solution Overview



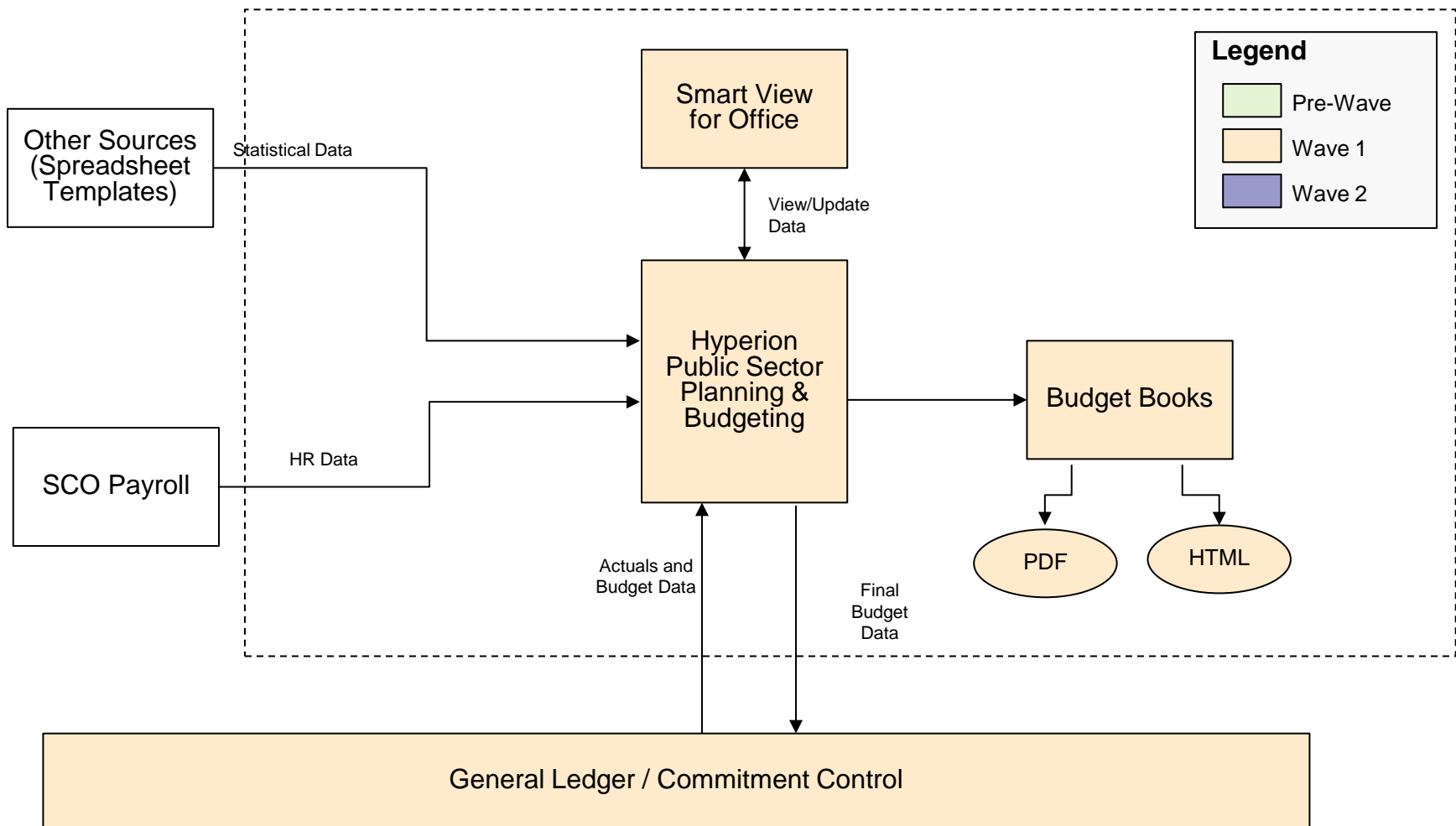
FI\$Cal Accounting Solution



FI\$Cal Procurement Solution



FI\$Cal Budgeting Solution



ePro 1: Manage Sourcing Process

- Manage Sourcing process starts when department identifies need to purchase goods and/or services or create a new contract
- Buyer creates solicitation or addenda to an existing solicitation
- Bidder / vendor submits bid response
- Buyer analyzes bid responses
- Where applicable, create Notice of Intent to Award
 - If there is no protest, award purchase order or contract
 - If there is a protest, follow protest resolution process
- Solicitation is awarded to a contract or a PO

Key Terms

| Term | Definition |
|-------------------|---|
| Event | Terminology in FI\$Cal for a solicitation |
| Buy Event | A solicitation where event creator wants to buy goods or services. There are three types of buy events in PeopleSoft: Auction, RFx, Sealed RFx |
| Auction | Also known as reverse auction. All bids are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid |
| RFx | Solicitation type that applies to R request E for Quote or Proposal or Invitation for Bid. Bidders submit a bid response by the specified end date, and bidders do not see other bids |
| Sealed Bid | Similar to RFx but event creators are restricted from viewing bids until the event has ended |

Key Terms

| Term | Definition |
|----------------------|--|
| Event Creator | The originator of the event |
| Start Date | The date and time that an event is open for bidding |
| End Date | The date and time that bids are no longer accepted |
| Preview Date | The date that prospective bidders may view the event and enter bid data, but not post/submit the bid |
| Bid | Submission of an offer on an event |
| Bid Factor | Evaluation factors for weighting responses to an event; may or may not be cost related |
| Bidder | Anyone registered in FI\$Cal and eligible to place a bid on an event |
| Vendor | Suppliers/payees actively doing business with the state (issued POs/Contracts, payments) |

Key Terms

| Term | Definition |
|-------------------|--|
| Sell Event | Event creator offers a good or service for sale. Sell events may be an auction (all bids visible to all bidders or RFx) |
| Weighting | Both bid factors and line items are weighted to reflect their level of importance. Weighting is used to analyze and score bids |

Scenario 1: Create Sourcing Event – IFB

- Transaction originates from a requisition
- Workflow Approval
- Bidder List Specified
- Bid Evaluation Factor – Cost
- Addendum/Versions

Scenario 1: Create Sourcing Event – IFB

| ID | Requirement Description |
|----------|--|
| PD 73.00 | The System shall allow the appropriate type of solicitation (e.g., Request For Proposals, Request For Quotations, Request for Qualifications, Invitation For Bids) to be selected based on state business rules (e.g., class of the transaction, dollar amount). |
| PD 74.00 | The System shall process solicitations (e.g., have mandatory fields, competitive bidding not required, appropriate workflow approvals) based on state business rules (e.g., solicitation type, class of the transaction). |
| PD 75.00 | The System shall automatically generate a solicitation number, which is tracked to the requisition number and other related procurement information. |
| PD 76.00 | The System shall allow authorized users to define a solicitation number. |
| PD 79.00 | The System shall format solicitations to provide fields for bidder responses to various items (e.g., claiming a specific preference/incentive, identification of recycle categories/content), based on state need. |
| PD 83.00 | The System shall allow a mechanism for users to determine whether all applicable elements (e.g., TACPA/EZA/LAMBRA preference, recycle content certification, DVBE program requirement) have been included in the solicitation. |

Scenario 1: Create Sourcing Event – IFB

| ID | | Requirement Description |
|----|-------|--|
| PD | 84.00 | The System shall accommodate a multi-step solicitation process (e.g., bidders' conference, confidential discussions, bidder submission of Conceptual, Detailed Technical, Draft, Final Proposal). |
| PD | 87.00 | The System shall allow a solicitation notification to be sent to every vendor with a profile that matches the UNSPSC(s) and/or to create a solicitation/mailling list (i.e., a list of who will receive or has received the solicitation) with the ability to modify the list (e.g., add/deactivate a vendor). |
| PD | 92.00 | The System shall post solicitations/addenda to the CSCR, based on state business rules (e.g., exemption of specific types of contracts, rules based on acquisition approach, dollar value, transaction type), with the capability to designate whether the solicitation/addendum is accessible to all or restricted to applicable vendors on the solicitation list or bid list (e.g., vendors on the list not previously solicited, vendors not in the vendor file, only participating bidders). |
| PD | 96.00 | The System shall allow a vendor to submit more than one bid for a solicitation (i.e., bids that have differing prices and/or items proposed). |
| PD | 99.00 | Subsequent to the receipt of bids, the System shall allow bids to be opened, based on state business rules (e.g., whether it is considered a public opening, what/when items can be opened/viewed and by whom). |

Scenario 1: Create Sourcing Event – IFB

| ID | | Requirement Description |
|----|--------|--|
| PD | 100.00 | When the bids/costs are publicly opened, the System shall list user-defined bid information (e.g., name of bidder, total bid amount), based on specified criteria (e.g., sorted by vendor name, sorted by low price, accessible for view by the public with a record of who accessed the information). |
| PD | 101.00 | The System shall allow the user to review/evaluate the entire solicitation response (bid) and designate a bid as nonresponsive. |
| PD | 111.00 | The System shall allow a user to process (e.g., create, edit, send, track) notices to vendors/bidders for various purposes (e.g., notice of intent to award, notice of rejection, notice of protest). |

Scenario 1: Create Sourcing Event – IFB

Create an Event

Event Summary

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy

Event Type: RFx [Change to Auction](#)

Event Status: Open

*Event Name: Generator Repair

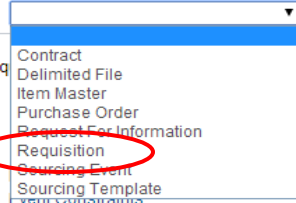
Description: Repair of Generators

Time Zone: PDT

Preview Date: 04/20/2014 Time: 11:52PM

Start Date: 04/20/2014 Time: 11:52PM

End Date: 04/20/2014 Time: 11:52PM

Copy From: 

Go

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are completed.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

[* Event Settings and Options](#)
[Event Comments and Attachments](#)
[Event Header Bid Factors](#)

Step 2: Configure Line Items
Create line listings for this event.

[* Line Items](#) [Item Line Defaults](#)

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

[* Bidder Invitations](#)

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

[Event Collaborators](#)

Key Points:

- Event creation using copy from requisition function

Scenario 1: Create Sourcing Event – IFB

Requisition Lines to Copy

☒ Select All ☐ Deselect All

Select Lines

| Personalize | Find | View All | Print | Calendar | First | 1-2 of 2 | Last | | | | | | |
|--------------------------|------------|----------|-----------------|----------|-------|------------|----------|----------|---------------|------------|--------|-------|---------|
| Sel | Item SetID | Item | Description | Quantity | UOM | Price | Currency | Due Date | Business Unit | Req ID | Vendor | Buyer | Ship To |
| <input type="checkbox"/> | SHARE | | Sump Pump | 2.0000 | EA | 3000.00000 | USD | | 3980 | 0000000003 | | VP1 | US001 |
| <input type="checkbox"/> | SHARE | | Solenoid Valves | 10.0000 | EA | 200.00000 | USD | | 3980 | 0000000003 | | VP1 | US001 |

☐ Create Line Group

Key Points:

- Select requisition/ requisition line(s) to copy

Scenario 1: Create Sourcing Event – IFB

Create an Event

Line Items

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From: Filtered View:

Line Items Personalize | Find | View All | First 1-2 of 2 Last

| Line | Item ID | Description | Category | *UOM | *Qty | Start Price | Ext. Amount | Weighting |
|------|----------------------|--|------------|------|---------|-------------|-------------|-----------|
| 1 | <input type="text"/> | <input type="text" value="Sump Pump"/> | FACILITIES | EA | 2.0000 | 3000.0000 | \$6,000.00 | 0.00000 |
| 2 | <input type="text"/> | <input type="text" value="Solenoid Valves"/> | FACILITIES | EA | 10.0000 | 200.0000 | \$2,000.00 | 0.00000 |

Event Total: 8000.0000 USD Line Weighting Total: 0 % Remaining Weight: 100 %

Add Selected Lines to Group:

[< Return to Event Overview](#) GoTo:

Refresh Add Update/Display

Key Points:

- Solicitation line with line items copied from requisition

Scenario 1: Create Sourcing Event – IFB

Create an Event

Invite Bidders

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFx

☐ Public Event

Bidder Invitation List [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

| Select | Bidder ID | Bidder Type | Location | Name | *Dispatch Method |
|----------------------------|-----------|-------------|----------|------|----------------------------|
| 1 <input type="checkbox"/> | | | | | Email <input type="text"/> |

[Search for Bidders](#) [Dispatch Lines](#) [Save Bidders as Group](#)

[Save Event Changes](#) GoTo: [Go](#)

[Return to Event Overview](#)

[Refresh](#) [Add](#) [Update/Display](#)

Key Points:


- Bid Invitations


Scenario 1: Create Sourcing Event – IFB


Bidder Search


Search Criteria


Bidder Type:


Company: 

ID: 


Contact: 

Group ID: 


Group Name: 


State: 

City:

Country: 

Postal:

SIC Type: 

SIC Code: 

Optional Organization Criteria

Results Option:

Type:

Maximum Rows retrieved:

Key Points:

- Separate search for bidder

Scenario 1: Create Sourcing Event – IFB

Bidder Search

Search Criteria

Bidder Type:
 Company:
 ID:
 Contact:
 Group ID:
 Group Name:

State:
 City:
 Country:
 Postal:

SIC Type:
 SIC Code:

Optional Organization Criteria

Results Option: Type:
 Search Maximum Rows retrieved:

Select All Deselect All

| Search Results | | | Personalize | Find | View All | First | 1-3 of 3 | Last |
|----------------|-----------------|-------------------------------------|-------------|------|----------|-------|----------|------|
| Bidder ID | Bidder Company | Invite | | | | | | |
| 1 0000000006 | DavisScott | <input type="checkbox"/> | | | | | | |
| 2 0000000012 | Accenture | <input type="checkbox"/> | | | | | | |
| 3 0000000013 | ABC Corporation | <input checked="" type="checkbox"/> | | | | | | |

OK Cancel Refresh

Key Points:

- Bidder search retrieves three bidders that meet the criteria

Scenario 1: Create Sourcing Event – IFB

Bidder Search

Search Criteria

Bidder Type:

Name:

ID:

Contact:

Group ID:

Group Name:

State:

City:

Country:

Postal:

Type:

SIC Type:

SIC Code:

Item ID:

Optional Organization Criteria

Results Option: Type:

Maximum Rows retrieved:

Select All Deselect All

Search Results

Personalize | Find | View All | | First | 1-2 of 2 | Last

| Bidder ID | Location | Bidder Company | Invite |
|--------------|-----------------------------------|--------------------|--------------------------|
| 1 SCM0000002 | <input type="text" value="MAIN"/> | CAMPER'S WAREHOUSE | <input type="checkbox"/> |
| 2 SCM0000003 | <input type="text" value="MAIN"/> | TRAILBLAZERS | <input type="checkbox"/> |

Key Points:

- Search for bidders using a bidder group

Scenario 1: Create Sourcing Event – IFB

Create an Event

Invite Bidders

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFX

☒ Public Event

Bidder Invitation List [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-5 of 5 | [Last](#)

| | Select | Bidder ID | Bidder Type | Location | Name | *Dispatch Method | | |
|---|--------------------------|------------|-------------|----------|-----------------------------|------------------|--|--|
| 1 | <input type="checkbox"/> | AUS0000003 | Vendor | MAIN | Romulus High Tech Suppliers | Email | | |
| 2 | <input type="checkbox"/> | 0000000013 | Bidder | 1 | ABC Corporation | Email | | |
| 3 | <input type="checkbox"/> | SCM0000002 | Vendor | MAIN | CAMPER'S WAREHOUSE | Email | | |
| 4 | <input type="checkbox"/> | SCM0000003 | Vendor | MAIN | TRAILBLAZERS | Email | | |
| 5 | <input type="checkbox"/> | PUBLIC_AUC | Public | 1 | This is a Public Event | Email | | |

[Search for Bidders](#) [Dispatch Lines](#) [Save Bidders as Group](#)

[Save Event Changes](#) GoTo: [Go](#)

[Return to Event Overview](#)

[Refresh](#) [Add](#) [Update/Display](#)

Key Points:

- Full bid list including vendors, bidders, bidder group and an added ad hoc bidder

Scenario 1: Create Sourcing Event – IFB

Create an Event

Event Summary

Business Unit: 3980 Event ID: 0000000076 Round: 1 Version: 1 Event Format: Buy

| | | | |
|---------------|---------------------|---------------|-------------------------|
| Event Type: | Rfx | Time Zone: | PDT |
| Event Status: | Posted | Preview Date: | 04/21/2014 12:02AM |
| Event Name: | Generator Repair | Start Date: | 04/21/2014 12:02AM |
| Description: | Repair of Generator | End Date: | 04/21/2014 12:25AM |
| | | Copy From: | <input type="text"/> Go |

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

* Event Settings and Options
Event Comments and Attachments
Event Header Bid Factors
Payment Terms and Contact Info
Event Constraints

Step 2: Configure Line Items
Create line listings for this event.

* Line Items
Item Line Defaults

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

* Bidder Invitations

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

Event Collaborators

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event Post Event Save As Template

Related Links:

Document Status Inquiry Plan Task Associations
View All Attachments for Event

Last Updated By: Jon Tugade 04/21/2014 12:17 AM PDT

Return to Search Refresh Add Update/Display

Key Points:

- Event Main Page; Event has been approved and an event id has been issued
- Posting will send email invitations to the bid list and post the solicitation to the portal

Scenario 1: Create Sourcing Event – IFB

Key Gaps

- Identification ongoing

Scenario 2: Create Sourcing Event – RFP

- Create RFP by Direct Entry
- Workflow Approval
- Bid Evaluation Factor – Cost and Non cost
- Collaboration
- Multi step

Scenario 2: Create Sourcing Event – RFP

| ID | Requirement Description |
|-----------------|--|
| PD 73.00 | The System shall allow the appropriate type of solicitation (e.g., Request For Proposals, Request For Quotations, Request for Qualifications, Invitation For Bids) to be selected based on state business rules (e.g., class of the transaction, dollar amount). |
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| PD 76.00 | The System shall allow authorized users to define a solicitation number. |
| PD 79.00 | The System shall format solicitations to provide fields for bidder responses to various items (e.g., claiming a specific preference/incentive, identification of recycle categories/content), based on state need. |
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Scenario 2: Create Sourcing Event – RFP

| ID | | Requirement Description |
|----|--------|--|
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| PD | 87.00 | The System shall allow a solicitation notification to be sent to every vendor with a profile that matches the UNSPSC(s) and/or to create a solicitation/ mailing list (i.e., a list of who will receive or has received the solicitation) with the ability to modify the list (e.g., add/deactivate a vendor). |
| PD | 96.00 | The System shall allow a vendor to submit more than one bid for a solicitation (i.e., bids that have differing prices and/or items proposed). |
| PD | 111.00 | The System shall allow a user to process (e.g., create, edit, send, track) notices to vendors/bidders for various purposes (e.g., notice of intent to award, notice of rejection, notice of protest). |

Scenario 2: Create Sourcing Event – RFP

Create an Event

Event Summary

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy

Event Type: RFX [Change to Auction](#)

Event Status: Open

*Event Name: RFP for FI\$Cal Maintenance Support

Description: FI\$Cal Maintenance Support Staffing Supplement

Time Zone: PDT

Preview Date: 04/21/2014 12:47AM

Start Date: 04/21/2014 12:47AM

End Date: 04/21/2014 12:47AM

Copy From:

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

* Event Settings and Options

Event Comments and Attachments

Event Header Bid Factors

Payment Terms and Contact Info

Event Constraints

Step 2: Configure Line Items
Create line listings for this event.

* Line Items

Item Line Defaults

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

* Bidder Invitations

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

Event Collaborators

Key Points:

- Direct Entry creation of an RFP solicitation

Scenario 2: Create Sourcing Event – RFP

Create an Event

Event Bid Factors

Event ID: NEXT Bid Factor Weighting Total: 0.00000
 Event Name: RFP for FI\$Cal Maintenance Support Remaining Bid Factor Weight: 100.00000

Bid Factors

| Seq Nbr | *Bid Factor | *Type | Weighting |
|---------|----------------------|----------------------|-----------|
| 1 | <input type="text"/> | <input type="text"/> | 0.00000 |

Question:

Best: 0.000000 Worst: 0.000000 UOM:

☒ Display Bid Factor?
☒ Bid Factor Response Required
☐ Ideal Response Required
☐ Include on Contract

☐ Select for deletion

[Add Bid Factors by Group](#) [Select Bid Factors](#) [Delete Selected Records](#)

Bid Factor Weighting Total: 0.00000 Remaining Bid Factor Weight: 100.00000

[Save Event Changes](#) GoTo: [Go](#)

[Return to Event Overview](#)

[Refresh](#) [Add](#) [Update/Display](#)

Key Points:

- Enter bid factors, select a pre defined bid factor group

Scenario 2: Create Sourcing Event – RFP

Search Bid Factor Groups

Search Criteria

Bid Factor Group Code: 



Business Unit: 


Department: 

Reset

Search

Search Results

Personalize | Find |  

First  1 of 1  Last

| | Bid Factor Group Code | Description | Select |
|---|-----------------------|-----------------------------|-------------------------------------|
| 1 | CONSULTANT | Consultant Bid Factor Group | <input checked="" type="checkbox"/> |

OK

Cancel

Refresh

Key Points:

- Select pre defined bid factor = Consultant

Scenario 2: Create Sourcing Event – RFP

Create an Event

Event Bid Factors

Event ID: NEXT Bid Factor Weighting Total: 100.00000
 Event Name: RFP for FI\$Cal Maintenance Support Remaining Bid Factor Weight: 0.00000

Bid Factors

Seq Nbr: 1 *Bid Factor: EXPERIENCE *Type: Text Weighting: 30.00000

Question: How many relevant years of experience does the candidate possess?

☒ Display Bid Factor?
☒ Bid Factor Response Required
☐ Ideal Response Required
☐ Include on Contract

Ideal:

▸ Cost Contribution

Add Clauses To Bid Factor

☐ Select for deletion

Seq Nbr: 2 *Bid Factor: TRAVEL *Type: Yes/No Weighting: 20.00000

Question: Is the candidate willing to travel?

☒ Display Bid Factor?
☒ Bid Factor Response Required
☐ Ideal Response Required
☐ Include on Contract

Yes/No
☒ Yes ☐ No

▸ Cost Contribution

Add Clauses To Bid Factor

☐ Select for deletion

javascript:submitAction_win0(document.win0,'AUC_HDR_WRK_BID_FCTR_GRP_PB');

Key Points:

- Consultant bid factor group brings in 4 individual bid factors

Scenario 2: Create Sourcing Event – RFP

Cost Contribution

Add Clauses To Bid Factor

☐ Select for deletion

Seq Nbr: 3 *Bid Factor: WARRANTY *Type: Numeric Weighting: 30.00000

Question: What is the length of the product warranty offered on this product?

Best: 5.000000 Worst: 1.000000 UOM: YRS

☒ Display Bid Factor?
☒ Bid Factor Response Required
☐ Ideal Response Required
☐ Include on Contract

Cost Contribution

View Bid Factor Clauses

☐ Select for deletion

Seq Nbr: 4 *Bid Factor: RESPONSETIME *Type: Numeric Weighting: 20.00000

Question: What was the response time in days?

Best: 0.000000 Worst: 0.000000 UOM:

☒ Display Bid Factor?
☒ Bid Factor Response Required
☐ Ideal Response Required
☐ Include on Contract

Cost Contribution

Add Clauses To Bid Factor

☐ Select for deletion

Add Bid Factors by Group Select Bid Factors Delete Selected Records

Bid Factor Weighting Total: 100.00000 Remaining Bid Factor Weight: 0.00000

Key Points:

- Consultant bid factor group brings in 4 individual bid factors

Scenario 2: Create Sourcing Event – RFP

Create an Event

Line Items

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFx

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From: Go Filtered View: All Lines and Groups

Line Items Personalize Find View All First 1 of 1 Last

Basic Definition Advanced Definition

| Line | Item ID | Description | Category | *UOM | *Qty | Start Price | Ext. Amount | Weighting |
|------|----------------------|--------------------------------|----------|------|----------|-------------|-------------|-----------|
| 1 | <input type="text"/> | PeopleSoft Development Support | SERVICES | MHR | 5000.000 | 160 | | 0.00000 |

Event Total: 0.0000 USD Line Weighting Total: 0 % Remaining Weight: 100 %

Add Selected Lines to Group: OK

< Return to Event Overview GoTo: Go

Save Event Changes

Refresh Add Update/Display

Key Points:

- Enter Line item information

Scenario 2: Create Sourcing Event – RFP

Create an Event

Invite Bidders

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFx

☒ Public Event

Bidder Invitation List Personalize | Find | View All | First 1-4 of 4 Last

| | Select | Bidder ID | Bidder Type | Location | Name | *Dispatch Method | | |
|---|--------------------------|------------|-------------|----------|------------------------|------------------|--|--|
| 1 | <input type="checkbox"/> | 0000000044 | Vendor | STANDARD | Mel's Diner | Email | | |
| 2 | <input type="checkbox"/> | 0000000045 | Vendor | 1 | Robert Half | Email | | |
| 3 | <input type="checkbox"/> | 0000000046 | Vendor | 1 | Onsight Inc | Email | | |
| 4 | <input type="checkbox"/> | PUBLIC_AUC | Public | 1 | This is a Public Event | Email | | |

Search for Bidders Dispatch Lines Save Bidders as Group

GoTo:

[< Return to Event Overview](#)

Key Points:

- Invite bidders

Scenario 2: Create Sourcing Event – RFP

Create an Event

Event Collaboration Details

Collaboration Due Date: Time: [Save As Group](#)

Invited Collaborators [Personalize](#) [Find](#) [First](#) [1-2 of 2](#) [Last](#)

| Collaborator Opid | Name | Routing Sequence |
|---------------------------------------|--------------|--------------------------------|
| <input type="text" value="EDecker"/> | Decker, Eric | <input type="text" value="1"/> |
| <input type="text" value="PManning"/> | | <input type="text" value="2"/> |

[Find Collaborators](#)

[OK](#) [Cancel](#) [Refresh](#)

Key Points:

- Invite collaborators

Step 4: Invite Collaborators

Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

[Event Collaborators](#)

Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

[Save Event](#) [Route](#) [Save As Template](#) [Preview PDF](#)

Related Links:

[Document Status Inquiry](#) [Plan Task Associations](#)
[View All Attachments for Event](#)

[Last Updated By: Jon Tugade](#) 04/21/2014 01:00 AM PDT

[Refresh](#) [Add](#) [Update/Display](#)

Scenario 2: Create Sourcing Event – RFP

[Favorites](#) > [Main Menu](#) > [Worklist](#) > [Worklist](#)

ORACLE

Worklist

Worklist for EDecker: Decker, Eric

[Detail View](#)
 Worklist Filters: [Feed](#)

| Worklist Items | | | | | | Personalize | Find | View All | First | 1 of 1 | Last |
|----------------|------------|------------------------------|----------------------------------|----------|---------------------------------------|-----------------------------|------|----------|-------|--------|------|
| From | Date From | Work Item | Worked By Activity | Priority | Link | | | | | | |
| Jon Tugade | 04/21/2014 | Checkout Event Collaboration | Strategic Sourcing Collaboration | | 3980_0000000078_1_1_1 | Mark Worked | | | | | |

Key Points:

- Collaborator opens his worklist and finds an entry
- Collaborator clicks on the worklist link and accesses the event workbench
- Collaborator checks out the event

Event Workbench

[Search Criteria](#)

Event ID:
 From Start Date: To Start Date:
 Sort With:

Created By:
 From End Date: To End Date:
 Sort Order:

Event Format:
 Category:
☐ Only show Events I created

Event Type:
 Item ID:
☒ Only show Active Events

Event Status:
 Description:
☐ Use my search defaults

Associated With Plan:
 Plan Name:

[Default Search Preferences](#)

[Legend](#)

Collaboration Help

- In order to collaborate on this Event you must check out the Event first. To check out the Event click the [Collaboration Available](#) button.
- If the Event is already checked out by another collaborator or the collaboration due date has passed you will see the [Collaboration Checked Out](#) icon.
- If you want to view the collaboration before checking it out click the [View Collaboration](#) button.

Search Results

| Event ID | Name | Format | Type | Unit | Status |
|------------|------------------------|--------|------|------|---------------------|
| 0000000078 | FI\$Cal Application... | Buy | RFX | 3980 | Collaborating Event |

Scenario 2: Create Sourcing Event – RFP

Event Settings and Options
Event Comments and Attachments
Event Header Bid Factors

Payment Terms and Conditions
Event Constraints

Step 2: Configure Line Items

Create line listings for this event.

* Line Items
Item Line Defaults

Step 3: Select Bidders to Invite

Send out targeted invitations to this event, designate it as a public event, or both.

* Bidder Invitations

Step 4: Invite Collaborators

Invite others to collaborate on this event. You may not post your event while collaborating.

Event Collaborators

Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event
Route
Save As Template
Preview PDF

Related Links:

Document Status Inquiry
Plan Task Associations

View All Attachments for Event

Collaboration Status: **Checked Out**
Checked Out By: Decker, Eric
Checked Out On: 04/21/2014 01:03 AM PDT
Last Updated By: Decker, Eric

Return to Search
Refresh

Message

Routing Collaboration Event to next Collaborator will check-in the event. Do you wish to proceed? (18058,199)

If you have not finished reviewing the event, select "No", otherwise select "Yes".

Yes
No

Key Points:

- After making changes to the event, Collaborator routes the document to the next step
- Routing checks the event back in for the next collaborator

Scenario 2: Create Sourcing Event – RFP

Worklist



Worklist for JTugade: Jon Tugade

[Detail View](#)

Worklist Filters:

 Feed ▼

Worklist Items

[Personalize](#) | [Find](#) | [View All](#) |  | 

First  1-2 of 2  Last

| From | Date From | Work Item | Worked By Activity | Priority | Link | | |
|-----------------|------------|----------------------|----------------------------------|----------------------|---------------------------------------|-----------------------------|--------------------------|
| Manning, Peyton | 04/18/2014 | Review Collaboration | Strategic Sourcing Collaboration | <input type="text"/> | 3980.0000000075.1.1.3 | Mark Worked | Reassign |
| Manning, Peyton | 04/21/2014 | Review Collaboration | Strategic Sourcing Collaboration | <input type="text"/> | 3980.0000000078.1.1.3 | Mark Worked | Reassign |

Key Points:

- The final stop of the collaboration is back to the Buyer

Scenario 2: Create Sourcing Event – RFP

Review Event Collaboration

Business Unit: 3980 Event ID: 0000000078 Round: 1 Version: 1
 Event Name: FI\$Cal Application Support Format: Buy Type: RFx

[Event Header](#) [Event Lines](#) [Bid Factors](#) [Comments and Attachments](#) [Invited Bidders](#)

Filter By:

Event Parameters

Personalize | Find | |

First 1-3 of 3 Last

| Field | Name | Date/Time | Action | Value | Update | *Update Action |
|-------------|-----------------|----------------------|--------|---|--------|-----------------------------------|
| Description | Original | 04/21/2014 1:05:45AM | Update | Staff Augmentation for FI\$Cal Implementation Support | | <input type="checkbox"/> Accept |
| Description | Decker, Eric | 04/21/2014 1:05:45AM | Update | Staff Augmentation for FI\$Cal Implementation Support --- EDecker Changes | | <input type="checkbox"/> Reject ▼ |
| Description | Manning, Peyton | 04/21/2014 1:11:07AM | Update | Staff Augmentation for FI\$Cal Implementation Support --- EDecker Changes --- PManning Change | | <input type="checkbox"/> Reject ▼ |

Save Event

Post

Save As Template

Preview PDF

Related Links:

[Document Status Inquiry](#) [Plan Task Associations](#)
[View All Attachments for Event](#)

Collaboration Update process has completed.
 The event has been updated according to the chosen collaboration input. Please review event to ensure updates are acceptable.

View Worklist

Previous in Worklist

Next in Worklist

Refresh

Add

Update/Display

Key Points:

- Buyer had the option to accept or reject collaboration changes

Scenario 2: Create Sourcing Event – RFP Key Gaps

- Identification ongoing

Scenario 3: Enter Bid Response

- Bidder Self Service Response Online
- Bidder Self-Service Response Using Excel
- Paper Response Entered by Buyer on Behalf of Bidder
- Two Envelope Process

Scenario 3: Enter Bid Response

| ID | Requirement Description |
|-----------|---|
| PD 17.00 | The System shall allow for text notes at both the header and line level of documents (e.g., requisitions, solicitations, purchase documents). |
| PD 18.00 | The System shall automatically transfer information from one document to another (e.g., from the requisition to the solicitation and purchase document, from the solicitation to the purchase document), based on state business rules. |
| PD 79.00 | The System shall format solicitations to provide fields for bidder responses to various items (e.g., claiming a specific preference/incentive, identification of recycle categories/content), based on state need. |
| PD 168.00 | The System shall accommodate various solicitation award/evaluation/tabulation methodologies (e.g., low price, high point, line item). |

Scenario 3: Enter Bid Response

Create Bidder Response

Use Saved Search:

Save

Delete

Clear

Search Criteria

| | | | |
|-----------------|-----------------------------------|---------------|----------------------|
| *Business Unit: | <input type="text" value="3980"/> | Bidder Type: | <input type="text"/> |
| Event ID: | <input type="text"/> | Bidder Setid: | <input type="text"/> |
| Event Format: | <input type="text"/> | Bidder ID: | <input type="text"/> |
| Event Type: | <input type="text"/> | Name: | <input type="text"/> |
| Event Name: | <input type="text"/> | Contact Name: | <input type="text"/> |

Search Results

Personalize | Find | First 1-4 of 4 Last

| Event ID▼ | Event Name | Round | Version | Name | Bidder Type | Setid | Bidder ID | Location |
|-----------------|------------------|-------|---------|-----------------------------|-------------|-------|------------|----------|
| 3980-0000000076 | Generator Repair | 1 | 1 | CAMPER'S WAREHOUSE | Bidder | SHARE | SCM0000002 | MAIN |
| 3980-0000000076 | Generator Repair | 1 | 1 | TRAILBLAZERS | Vendor | SHARE | SCM0000003 | MAIN |
| 3980-0000000076 | Generator Repair | 1 | 1 | ABC Corporation | Vendor | SHARE | 0000000013 | 1 |
| 3980-0000000076 | Generator Repair | 1 | 1 | Romulus High Tech Suppliers | Vendor | SHARE | AUS0000003 | MAIN |

Refresh

Key Points:


- Bidder submitted a paper bid response
- Buyer will enter bid response on behalf of bidder


Scenario 3: Enter Bid Response

Enter Bid on Behalf of CAMPER'S WAREHOUSE

Bidder Setid: SHARE Bidder ID: SCM0000002 Bidder Location: MAIN

Event Details

Personalize 

First  1-2 of 2  Last

| Business Unit | Event ID | Event Round | Event Version | Line Number | Item Description |
|---------------|------------|-------------|---------------|-------------|------------------|
| 3980 | 0000000076 | 1 | 1 | 1 | Sump Pump |
| 3980 | 0000000076 | 1 | 1 | 2 | Solenoid Valves |

Enter a New Bid

Upload Bid

Download XML Bid Packet

Accept Invitation

Click Accept Invitation if you intend to respond to this RFx at a later time.

Decline Invitation

Click Decline Invitation if you do not intend to respond to this RFx

[Return to Create Bidder Response](#)

Key Points:

- Buyer enters bid on behalf of a bidder

Scenario 3: Enter Bid Response

Event Details

Welcome, Jon Tugade
User: Jon Tugade

Submit Bid
Save for Later
Validate Entries

| | | |
|--------------------|------------------------|---|
| Event Name: | Generator Repair | Bidding Instructions |
| Event ID: | 3980-0000000076 | Bid ID: New |
| Event Format/Type: | Sell Event RFx | Bid Date: |
| Event Round: | 1 | Bid Currency: USD US Dollar |
| Event Version: | 1 | |
| Event Start Date: | 04/21/2014 12:02AM PDT | |
| Event End Date: | Event Completed | |

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

Description:

Repair of Generator

| | | |
|--------------------|--|--------------------------------------|
| Contact: | Jon Tugade | Payment Terms: |
| Phone: | | Billing Location: USA - New York |
| Email: | jon.tugade@fiscal.ca.gov | Event Currency: Dollar |
| Online Discussion: | Discuss Event in Forum | Conversion Rate: 1.00000000 |
| | | Edits to Submitted Bids: Not Allowed |
| | | Multiple Bids: Allowed |

Step 1: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 0

Key Points:

- Bid response header page

Scenario 3: Enter Bid Response

Description:
Repair of Generator

Contact: Jon Tugade
Phone:
Email: jon.tugade@fiscal.ca.gov
Online Discussion: Discuss Event in Forum

Payment Terms:
Billing Location: USA - New York
Event Currency: Dollar
Conversion Rate: 1.00000000
Edits to Submitted Bids: Not Allowed
Multiple Bids: Allowed

Step 1: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 2
Lines Responded To: 0
Your Total Line Pricing: 10,500.0000 USD

Hide Line Detail

★ Bid Required Line Comments/Files

| Lines | Personalize | First Previous Lines 1-2 of 2 Next Lines | | | | | | | |
|-------|-----------------|--|--------------------|--------------------------------------|--|--------------------------|----------------------|-----|--|
| Line | Description | Unit | Requested Quantity | Your Bid Quantity | Your Unit Bid Price | No Bid | Your Total Bid Price | | |
| 1 | Sump Pump | EA | 2.0000 | <input type="text" value="2.0000"/> | <input type="text" value="4000.000000"/> | <input type="checkbox"/> | 8,000.0000 USD | Bid | |
| 2 | Solenoid Valves | EA | 10.0000 | <input type="text" value="10.0000"/> | <input type="text" value="250.000000"/> | <input type="checkbox"/> | 2,500.0000 USD | Bid | |

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Return to Create Bidder Response

```
javascript:submitAction_win0(document.win0,'GRIDLN_COMMT$0');
```

Key Points:

- Bid response line information to enter quantity and bid price

Scenario 3: Enter Bid Response

Bid Confirmation

Your bid has been successfully submitted.

| | | | | | |
|-------------------|------------------------|------------------|---------------------------|----------|---|
| Bid ID: | 1 | Bid Date: | 04/21/2014 12:33:47AM PDT | | |
| Event ID: | 0000000076 | Generator Repair | | | |
| Event Format: | Sell Event | Round: | 1 | Version: | 1 |
| Start Date: | 04/21/2014 12:02AM PDT | End Date: | Event Completed | | |
| Your Total Price: | 10,500.00 USD | | | | |

OK

Copy Bid

Key Points:

- Confirmation of bid submission

Scenario 3: Enter Bid Response

Bid Confirmation

Your bid has been successfully submitted.

| | | | | | |
|-------------------|------------------------|------------------|---------------------------|----------|---|
| Bid ID: | 1 | Bid Date: | 04/21/2014 12:33:47AM PDT | | |
| Event ID: | 0000000076 | Generator Repair | | | |
| Event Format: | Sell Event | Round: | 1 | Version: | 1 |
| Start Date: | 04/21/2014 12:02AM PDT | End Date: | Event Completed | | |
| Your Total Price: | 10,500.00 USD | | | | |

OK

Copy Bid

Key Points:

- Confirmation of bid submission

Scenario 3: Enter Bid Response Key Gaps

- Identification ongoing

Scenario 4: Bid Evaluation and Award

- Bid Tabulation / Preferences
- Award to PO
- Award to Contract
- Notifications – Notice of Intent to Award, Winning Bid, Losing Bid, etc.
- Collaboration

Scenario 4: Bid Evaluation and Award

| ID | | Requirement Description |
|----|--------|--|
| PD | 99.00 | Subsequent to the receipt of bids, the System shall allow bids to be opened, based on state business rules (e.g., whether it is considered a public opening, what/when items can be opened/viewed and by whom). |
| PD | 100.00 | When the bids/costs are publicly opened, the System shall list user-defined bid information (e.g., name of bidder, total bid amount), based on specified criteria (e.g., sorted by vendor name, sorted by low price, accessible for view by the public with a record of who accessed the information). |
| PD | 101.00 | The System shall allow the user to review/evaluate the entire solicitation response (bid) and designate a bid as nonresponsive. |
| PD | 110.00 | The System shall automatically incorporate data from the Bid Quote Worksheet into the purchase document, based on state need (e.g., have all/selected line items included). |
| PD | 111.00 | The System shall allow a user to process (e.g., create, edit, send, track) notices to vendors/bidders for various purposes (e.g., notice of intent to award, notice of rejection, notice of protest). |
| PD | 116.00 | The System shall automatically generate a purchase document number and have the number tracked to the requisition/solicitation number and other related procurement information. |

Scenario 4: Bid Evaluation and Award

| ID | | Requirement Description |
|----|--------|---|
| PD | 18.00 | The System shall automatically transfer information from one document to another (e.g., from the requisition to the solicitation and purchase document, from the solicitation to the purchase document), based on state business rules. |
| PD | 168.00 | The System shall accommodate various solicitation award/evaluation/tabulation methodologies (e.g., low price, high point, line item). |

Scenario 4: Bid Evaluation and Award

Analyze Total


Analyze Total [Analyze Line](#)

Business Unit: 3980 Event ID: 0000000074 Round: 1 Version: 1 Event Name: First Event from Req


Event Format: Buy Event Type: RFx Currency: USD End Date: 04/18/2014 4:20PM PDT Status: Awarded Go To:

► Bid Analysis and Display Options

Analysis

| | Robert Half | Mel's Diner |
|-----------------------------|-------------|---|
| Bidder Name | Robert Half | Mel's Diner |
| Event Version Responded To: | 1 | 1 |
| Bid Number: | 1 | 1  |
| Total Bid Amount: | 190.0000 | 300.0000 |
| Total Bid Cost | 190.00 | 300.00 |
| Total Event Score: | 100.0000 | 0.0000 |
| Total Header Cost | 0.00 | 0.00 |
| Total Header Score: | 0.0000 | 0.0000 |

Bid Action:

Reject Reason: 

Award by Percent:

Hide Bid: ☐ ☐

<<"/>

[Analyze Total](#) | [Analyze Line](#)

Key Points:

- Bid Analysis – Header Level

Scenario 4: Bid Evaluation and Award

Analyze Total

Analyze Total

Analyze Line

| | | | | |
|----------------|-------------|-----------|-----------------------|----------------------|
| Business Unit: | Event ID: | Round: | Version: | Event Name: |
| 3980 | 0000000074 | 1 | 1 | First Event from Req |
| Event Format: | Event Type: | Currency: | End Date: | Status: |
| Buy | RFX | USD | 04/18/2014 4:20PM PDT | Awarded |

Go To:

...Analyze Export

...Analyze Export
Associate Planning Task
Award Events
Create New Round
Discuss Event in Forum
Document Status Inquiry
Event Attachments/Comments
Invite Collaborators
Review Optimization

Bid Analysis and Display Options

Analysis

| | | |
|-----------------------------|-------------|--------------|
| Bidder Name | Robert Half | Me'l's Diner |
| Event Version Responded To: | 1 | 1 |
| Bid Number: | 1 | 1 |
| Total Bid Amount: | 190.0000 | 300.0000 |
| Total Bid Cost | 190.00 | 300.00 |
| Total Event Score: | 100.0000 | 0.0000 |
| Total Header Cost | 0.00 | 0.00 |
| Total Header Score: | 0.0000 | 0.0000 |

Bid Action
Award
Award

Reject Reason:

Award by Percent:
100.000

Hide Bid

Recalculate
Add / Edit Factors
Unhide Bids
<<
<
>
>>

Save
Return to Search
Previous in List
Next in List

Analyze Total | Analyze Line

Key Points:

- Bid Analysis – Export to Excel

Scenario 4: Bid Evaluation and Award

Bid Analysis Export

| | | | | |
|----------------|-------------|-----------|---------------------|----------------------|
| Business Unit: | Event ID: | Round: | Version: | Event Name: |
| 3980 | 0000000074 | 1 | 1 | First Event from Req |
| Event Format: | Event Type: | Currency: | Finish: | Status: |
| Buy | RFx | USD | 04/18/14 4:20PM PDT | Awarded |

Analysis Export File Recipients
Personalize
First 1 of 1 Last

| | *Name | *Email Address | Notify | | |
|---|-----------|--------------------------|-------------------------------------|---|---|
| 1 | Vikas Lad | jon.tugade@fiscal.ca.gov | <input checked="" type="checkbox"/> | + | - |

Filter Bids

Select the bids you want to include in your Analysis Export file.

Select All
Deselect All

☒ Award
☒ Counter
☒ Disallow
☒ Reject
☒ <No Action>

☒ Display Disqualified Bids
☒ Display Withdrawn Bids

Filter Bid Responses

☐ Display Delta Responses

Create Analysis Export
Return to Analyze Event

To create a bid analysis export:

1. Enter the email addresses of those you would like to receive the export.
2. Click on the Create Analysis Export button. At this point the Analyze Events pages will be saved, and a process will be kicked off to create the Bid Analysis Export file and email the recipients listed above.
3. Once the email is received, open the XML attachment in Microsoft Excel.

Save
Return to Search
Previous in List
Next in List

Key Points:

- Bid Analysis – Export to Excel

Scenario 4: Bid Evaluation and Award

Award Details

Award Details

[Award Summary](#)

[Review Constraints](#)

Business Unit: 3980
 Event ID: 0000000074
 Round: 1
 Version: 1
 Event Name: First Event from Req
 Event Format: Buy
 Event Type: RFx
 Currency: USD
 End Date: 04/18/2014 4:20PM PDT
 Status: Awarded
 Go To:

▼ Show Award Details to Bidders

☒ Display bids ☒ Display all bids ☒ Display bid scores ☒ Display bid's total bid price ☒ Display factors

Award Details

First 1 of 1 Last

Bidder Name: Mel's Diner
 Bidder Type: Vendor
 Buyer: BBELL
 Award Type: Purchase Order
 Award Currency: Event USD
 Terms: 30
 PO ID: Award PO List
 Award Number: 1
 Total Award: 300.0000

Award Lines

Personalize | Find | View All | First 1 of 1 Last

| Line | Item ID | Vndr/Item Rel | Item Description | Group ID | UOM | Award Quantity | Awarded Price | Extended Price | |
|------|---------|-------------------------------------|------------------|----------|-----|----------------|---------------|----------------|--|
| 1 | | <input checked="" type="checkbox"/> | first requisiton | | EA | 3.0000 | 100.0000 | 300.0000 | |

Send Notification On 04/25/2014

Post Award

Save Return to Search Previous in List Next in List Notify

[Award Details](#) | [Award Summary](#) | [Review Constraints](#)

Key Points:

- Award to PO

Scenario 4: Bid Evaluation and Award

Key Gaps

- Identification ongoing

Scenario 5: Create Solicitation - RFI

- RFI is public; no bidders specifically invited
- Request for technical information

Scenario 5: Create Solicitation - RFI

| ID | Requirement Description |
|-----------------|--|
| PD 73.00 | The System shall allow the appropriate type of solicitation (e.g., Request For Proposals, Request For Quotations, Request for Qualifications, Invitation For Bids) to be selected based on state business rules (e.g., class of the transaction, dollar amount). |
| PD 74.00 | The System shall process solicitations (e.g., have mandatory fields, competitive bidding not required, appropriate workflow approvals) based on state business rules (e.g., solicitation type, class of the transaction). |
| PD 75.00 | The System shall automatically generate a solicitation number, which is tracked to the requisition number and other related procurement information. |
| PD 76.00 | The System shall allow authorized users to define a solicitation number. |
| PD 79.00 | The System shall format solicitations to provide fields for bidder responses to various items (e.g., claiming a specific preference/incentive, identification of recycle categories/content), based on state need. |
| PD 83.00 | The System shall allow a mechanism for users to determine whether all applicable elements (e.g., TACPA/EZA/LAMBRA preference, recycle content certification, DVBE program requirement) have been included in the solicitation. |

Scenario 5: Create Solicitation - RFI

| ID | Requirement Description |
|------------------|--|
| PD 87.00 | The System shall allow a solicitation notification to be sent to every vendor with a profile that matches the UNSPSC(s) and/or to create a solicitation/ mailing list (i.e., a list of who will receive or has received the solicitation) with the ability to modify the list (e.g., add/deactivate a vendor). |
| PD 92.00 | The System shall post solicitations/addenda to the CSCR, based on state business rules (e.g., exemption of specific types of contracts, rules based on acquisition approach, dollar value, transaction type), with the capability to designate whether the solicitation/addendum is accessible to all or restricted to applicable vendors on the solicitation list or bid list (e.g., vendors on the list not previously solicited, vendors not in the vendor file, only participating bidders). |
| PD 111.00 | The System shall allow a user to process (e.g., create, edit, send, track) notices to vendors/bidders for various purposes (e.g., notice of intent to award, notice of rejection, notice of protest). |
| PD 235.00 | The System shall allow for the CSCR to automatically send solicitation notifications to a vendor (e.g., matches their profile). |

Scenario 4: Bid Evaluation and Award

Create Events

[Find an Existing Value](#)

[Add a New Value](#)

Business Unit: 

Event ID: 

Event Round:

Event Version:

Event Format: ▼

Event Type: ▼

Proxy Bidding (Auctions Only): ▼

Add

[Find an Existing Value](#) | [Add a New Value](#)

Key Points:

- Event Creation
- Event Format - RFI

Scenario 4: Bid Evaluation and Award

Key Points:

- RFI Event does not specify line item information

Create an Event

Event Summary

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: RFI

| | | | |
|---------------|--|-------|--------------------------------------|
| Event Type: | RFx | | |
| Event Status: | Open | | |
| *Event Name: | <input type="text"/> | | |
| Description: | <div><div></div></div> | | |
| Time Zone: | PDT | | |
| Preview Date: | <input type="text" value="04/23/2014"/> | Time: | <input type="text" value="11:42PM"/> |
| Start Date: | <input type="text" value="04/23/2014"/> | Time: | <input type="text" value="11:42PM"/> |
| End Date: | <input type="text" value="04/23/2014"/> | Time: | <input type="text" value="11:42PM"/> |
| Copy From: | <input type="text"/> <input type="button" value="Go"/> | | |

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

[* Event Settings and Options](#) [Payment Terms and Contact Info](#)
[Event Comments and Attachments](#)

Step 2: Configure Event Bid Factors
Create line listings for this event.

[* Event Bid Factors](#)

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

[* Bidder Invitations](#)

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

[Event Collaborators](#)

Step 5: Post Event

Scenario 5: Create Solicitation - RFI

Create an Event

Event Bid Factors

Event ID: NEXT Bid Factor Weighting Total: 0.00000
 Event Name: RFI for System Enhancements Remaining Bid Factor Weight: 100.00000

Bid Factors

| Seq Nbr: | *Bid Factor: | Type: | Weighting: |
|----------|--------------|---------|------------|
| 1 | COMPETENCIES | Numeric | 0.00000 |

Question: On a scale of 1 - 100, how do the candidate's competencies match?

Best: 100.000000 Worst: 1.000000 UOM:

☒ Display Bid Factor?
☒ Bid Factor Response Required
☐ Ideal Response Required

Comments and Attachments Add Clauses To Bid Factor

☐ Select for deletion

Add Bid Factors by Group Select Bid Factors Delete Selected Records

Bid Factor Weighting Total: 0.00000 Remaining Bid Factor Weight: 100.00000

Save Event Changes GoTo: Go

< Return to Event Overview

Refresh Add Update/Display

Key Points:

- Enter Bid Factors

Scenario 5: Create Solicitation - RFI

Create an Event

Invite Bidders

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: RFI Event Type: RFx

☒ Public Event

Bidder Invitation List [Personalize](#) [Find](#) [View All](#) [Print](#) [Calendar](#) First 1-4 of 4 Last

| | Select | Bidder ID | Bidder Type | Location | Name | *Dispatch Method | | |
|---|--------------------------|------------|-------------|----------|------------------------|------------------|--|--|
| 1 | <input type="checkbox"/> | 0000000044 | Vendor | STANDARD | Mel's Diner | Email | | |
| 2 | <input type="checkbox"/> | 0000000045 | Vendor | 1 | Robert Half | Email | | |
| 3 | <input type="checkbox"/> | 0000000046 | Vendor | 1 | Onsight Inc | Email | | |
| 4 | <input type="checkbox"/> | PUBLIC_AUC | Public | 1 | This is a Public Event | Email | | |

Search for Bidders [Save Bidders as Group](#)

[Save Event Changes](#) GoTo: [Go](#)

[Return to Event Overview](#)

[Refresh](#) [Add](#) [Update/Display](#)

Key Points:

- Invite Bidders

Scenario 5: Create Solicitation - RFI

Create an Event

Event Header Comments and Attachments

Event ID: NEXT

Enter Comments View All First 1 of 1 Last

Comments: + -

Please see attached white paper and legislative minutes that describe the new directions provided by the legislature. [x]

☐ Send To Bidder ☐ Include On Award Standard Comments

Add Attachment

| Attachments Personalize [x] First 1 of 1 Last | | | | |
|--|---------------------------------------|-------------------------------------|-------------------------------------|---|
| Attached File | Attachment Description | Display to Bidder | Include On Award | Include in Notifications |
| UAT.PO2.02_-_Create_Direct_Purchase_Order.xls | Header Attachment during RFI creation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> View - |

OK Cancel Refresh

Key Points:

- Event Header Comments and Attachments

Scenario 5: Create Solicitation – RFI Key Gaps

- Identification Ongoing

Technology Considerations

- Interfaces
 - ☐ TBD
- Conversions
 - ☐ Open Advertised Solicitations
- Data Protection
 - ☐ Confidential Solicitations
 - ☐ Confidential Bid Responses

Data Protection Overview

- FI\$Cal will receive and retain various types of data that will need to be protected. All data can be classified as:
 - ☐ Public
 - ☐ Personally Identifiable Information
 - ☐ Sensitive
 - ☐ Confidential

- Various state agencies assisted FI\$Cal in the development of a **Data Classification and Protection Framework**

Data Protection Overview

- All data that is received, retained, and transmitted by FI\$Cal protected by:
 - ☐ Business Unit
 - ☐ Encryption
 - ☐ Role Based Access

- In addition, data classified as PII, sensitive, and confidential will receive the additional protection of:
 - ☐ Masked
 - ☐ Tracking when added, updated, deleted, and read
 - ☐ Role Based Access, such as Confidential User

Data Protection – Key Terms

| Conversion | Definition |
|--|--|
| Public Information | Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws. |
| Confidential Information | Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws. |
| Sensitive Information | Information maintained by state agencies that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public or confidential. |
| Personally Identifiable Information | Information that identifies or describes an individual. This information must be protected from inappropriate access, use, or disclosure and must be made accessible to data subjects upon request. |

Data Protection - Processes & Fields

| Process Name | Field Description |
|---------------------------------|-------------------------------|
| Create and Approve Requisitions | Requisition ID |
| Create and Approve Requisitions | Shipping Location |
| Create and Approve Requisitions | Location ID |
| Create and Approve Requisitions | Requestor |
| Manage Purchase Orders | Buyer ID |
| Manage Purchase Orders | PO Reference |
| Manage Purchase Orders | Buyer ID |
| Manage Purchase Orders | PO Date |
| Manage Purchase Orders | PO Line Number |
| Manage Purchase Orders | Category Code / UNSPSC |
| Manage Purchase Orders | Line Description |
| Manage Purchase Orders | Unit Price |
| Manage Purchase Orders | Line Quantity |
| Manage Purchase Orders | Unit of Measure |
| Manage Purchase Orders | Vendor ID |
| Manage Purchase Orders | Tax Exempt ID |
| Manage Purchase Orders | Agency Billing Code |
| Manage Purchase Orders | Acquisition Type for Purchase |
| Manage Purchase Orders | Acquisition Sub-Type |
| Manage Purchase Orders | Acquisition Method |
| Manage Purchase Orders | Acquisition Sub-Method |
| Create and Approve Requisitions | Requisition Date |
| Create and Approve Requisitions | Requisition Line Number |
| Process Procurement Card | Merchant ID |
| Manage Purchase Orders | Attachments |

Public

FI\$Cal Standard Protection Framework

Standard Data Protection level For:

Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:

1. Mandates that Govern the Collection of this Field – State Administrative Manual (SAM).
2. Federal Tax Information Labeling – None.
3. FI\$Cal Standard Protection Method(s):
 - Business Level Security.
 - Encryption.
 - Masked (SSN, TIN, and Payment Card).
 - Role Based.
4. FI\$Cal Standard Actions to be Tracked:
 - Add, Delete, Update and Read.
5. FI\$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI\$Cal currently).

Public

Confidential

PII

Sensitive

Procurement classified as **Public** with the exception of the fields highlighted to be **Sensitive**

Data Protection - Processes & Fields

| Process Name | Field Description |
|---|-------------------------|
| | Sensitive |
| ePro3 - Create and Approve Requisitions | Procurement Card Number |
| ePro3 - Create and Approve Requisitions | Shipping Location |
| ePro3 - Create and Approve Requisitions | Location ID |
| ePro3 - Create and Approve Requisitions | Procurement Card Number |
| ePro3 - Create and Approve Requisitions | Requestor |
| PO2 - Manage Purchase Orders | Buyer ID |
| PO2 - Manage Purchase Orders | Buyer ID |
| PO2 - Manage Purchase Orders | Line Description |
| PO4 - Process Procurement Card | Merchant ID |
| PO2 - Manage Purchase Orders | Attachments |

FI\$Cal Standard Protection Framework

Standard Data Protection level For:

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Public

Confidential

PII

Sensitive

Procurement classified as Public with the exception of the fields highlighted to be Sensitive

Data Protection – Next Steps

- FI\$Cal is expecting this framework confirmed by Wave 1 departments will also meet the data protection requirements of Wave 2 departments
- Opportunity to request additional data protection in Wave 2 task
TECH201: Review Data Classification and Protection Framework

Related CRPs

- Procurement Contracts, SCPRS, CSCR CRP

Session Recap

- Key Considerations
 - <Discuss the key input/feedback provided during session>
- Future Action Items
 - <Review open items discussed during session >
- Action Items
 - <List action items discussed during session>
- Concerns
 - <List concerns identified by FI\$Cal team prior to CRP session>
 - <Review concerns discussed during session >

Question and Answer



FI\$Cal Project Information:

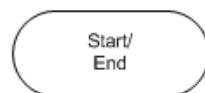
<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix

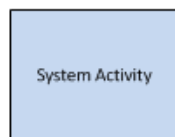
Guide to Symbols in Flows



Start/End - Indicates point at which the process begins or ends. Does not represent any activity.



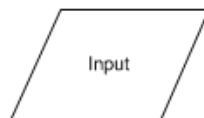
Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



System Task - Represents an individual step or activity in FI\$Cal.



Manual Task - Represents an individual step or activity in the process that is made out of FI\$Cal.



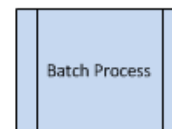
Input Documents - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.



Interface - Data conversion from one electronic system to another.



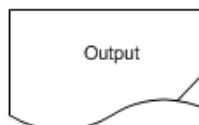
Batch Process - Represents a batch process within FI\$Cal.



Flow Arrow



Intra Integration Process - A input or Output to some other process within the same capability



Output Documents - An electronic document that is created by the process and can be printed (for example - any kind of report).

ChartField Cross Reference

